



Completing the Professional Foundations Scoring Form

Process Overview:

1. Locate the Form in the Process View (Evaluators Only)

After highlighting the target educator in the top portion of the Process View, you will see his/her **Evaluation Profile** in the bottom portion of the Process View. The **Professional Foundations Scoring Form** can be found within the **End-of-Year** component. Click the Complete Form icon to launch and submit the form.

The screenshot shows the EPSS interface. At the top, there is a navigation bar with 'Page 1 of 1' and 'Displaying users 1 - 14 of 14'. Below this is a table titled 'Year-End Scoring Forms (Teacher)' with '0 of 2' items and an 'In Progress' status. The table has columns for 'Element Name', 'Schedule/Assigned Admin', and 'Status'. The first row is 'Professional Foundations Scoring Form (Teacher)' assigned to 'Forand, Sandra' with a status of 'Awaiting Acknowl...'. The second row is 'Student Learning Results and Scoring Form' assigned to 'Forand, Sandra' with a status of 'Awaiting Finalizat...'. A blue arrow points to the 'Professional Foundations Scoring Form' row, and another blue arrow points to the 'Student Learning Results and Scoring Form' row.

Element Name	Schedule/Assigned Admin	Status
Professional Foundations Scoring Form (Teacher)	Forand, Sandra	Awaiting Acknowl...
Student Learning Results and Scoring Form	Forand, Sandra	Awaiting Finalizat...

Note: Teachers will access their own Professional Foundations Rating Report from the “My Evaluation Cycle” page/tab. Once submitted, the form will be visible in both the left-side navigation menu (under the heading “Educator Info”), as well as in the tabbed task list at the bottom of the page.

2. Complete the Form

1. Evidence from the Mid-Year Conference form will prepopulate on the scoring form.
Additional evidence can be entered in the box titled- *Additional Scoring Evidence for Professional Foundations*. Professional Foundations artifacts that have been uploaded by the educator will have a live link.
2. Using the clickable rubric score all Domains of Professional Foundations for the educator.
3. You may add optional comments in the Professionals Foundations Feedback box.
4. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click **Save**.)
By clicking **Submit**, the teacher will now be able to access the form from their “My Evaluation Cycle” page.


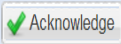
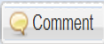
3. Form Acknowledgement

As per Form Settings, this form requires acknowledgement by the educator. That means he/she will receive an email notification once this form has been submitted. After receiving this email, the Evaluatee should log in to EPSS, review the form, and click the **Acknowledge** button at the bottom of the form so it can then be finalized by the Evaluator. This is also an opportunity for the Evaluatee to **Comment** on the form.

Educator Acknowledgement

(To be completed by the teacher)

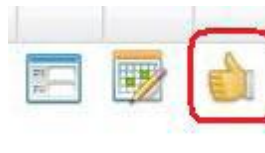
I have read this form and have had an opportunity to comment. Clicking the **ACKNOWLEDGE** button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

4. **Finalize the Form** (To be completed by the primary Evaluator):

The Finalize Element function is found in the **Evaluation Profile** of the Evaluator's **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.



3. **Select:**

- “Finalize the element” and click Submit on the pop-up window to immediately finalize the form.

OR

- “Route to Administrator” and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating the form has been finalized or routed to another evaluator to finalize.

A screenshot of a web application window titled "Finalize/Route 2014 Final Effectiveness Rating Report (Teacher)". The window contains the following elements:

- Choose an action:** Two radio buttons. The first is "Finalize the element" (selected) and the second is "Route to administrator".
- Notify User:** A checkbox that is checked.
- Administrator:** A dropdown menu with "Forand, Sandra" selected.
- Notes:** A large, empty text area for additional comments.
- Submit:** A button at the bottom center of the window.